

Professional and Managerial Branch
General Administrative Group
Airport Series

AIRPORT MAINTENANCE SUPERINTENDENT

09/89

CHARACTERISTICS OF THE CLASS:

Under direction, plans and directs the maintenance and repair of airport facilities, grounds, runways, vehicles and equipment; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, directs, assigns and supervises runway maintenance activities; informs Airport Manager and control tower of unsafe conditions; directs snow removal during storms; closes and opens runways and taxiways as conditions warrant; coordinates maintenance and use of runways, taxiways and aprons with control tower.

Plans, directs, assigns and supervises the maintenance of airport owned buildings and grounds; monitors all housekeeping maintenance such as carpet and floor care, window washing and other custodial functions; supervises maintenance to heating and cooling units, electrical assemblies, boilers, elevators, escalators and other specialized equipment; contacts maintenance contractors and monitors their work; recommends the replacement or modification of equipment as required; directs the maintenance of airport roads; plans and supervises landscaping of airport property; coordinates maintenance problems or modifications with tenants; inspects airport owned buildings, hangars and grounds to insure tenants are in compliance with their lease.

Plans, directs and supervises the maintenance and repair of airport motor vehicles including automobiles, aircraft rescue and firefighting trucks, emergency generators and heavy equipment; recommends the replacement or modification of motorized equipment; prepares specifications for the replacement of equipment.

Prepares and monitors the annual operating and capital budgets for airport maintenance; establishes stockage levels for repair or spare parts; reviews requisitions, invoices and material issue slips; supervises airport supply procedures; participates in the development and implementation of airport policies and procedures; develops and implements preventive maintenance programs.

Responds to emergencies caused by severe weather conditions, cracked or damaged runways or aircraft emergencies; represents the department at meetings dealing with airport operations; coordinates training and safety programs.

Supervises, trains and evaluates assigned employees; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of an Associate's degree in a business or a vocational/technical area and six years experience in the repair and maintenance of facilities, grounds and equipment to include heating and ventilation systems at the equivalent of a U.S. medium hub airport, including four years of equipment/building maintenance management experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the maintenance and repair of airport runways, taxiways and aircraft parking areas; comprehensive knowledge of the repair and maintenance of buildings, hangars and related facilities; considerable knowledge of the repair and maintenance of motorized vehicles and equipment; considerable knowledge of the hazards of the trade and safe working practices and procedures; considerable knowledge of the Federal Aviation Administration regulations; good knowledge of budget development and control; considerable knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to supervise, train and evaluate assigned personnel; ability to plan, organize and administer airport maintenance functions; ability to enforce federal, local and departmental rules and regulations; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and airport environment; exposure to all weather conditions; operate a motor vehicle through the airport area and city traffic.

Special Requirements: Subject to call during non-working hours.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL